
 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-47-P02-S01
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2.4 Informs HR the supplier that has been awarded to provide the employees' corporate uniforms.


- 3 The issuance of the uniform and dissemination of any related information to the respective employees shall be done by the Human Resource Division.
- 4 Employees who will be permanent after June 1 (the cut off) or those who may have reached one (1) year of continuous service upon the cut off date of the current year, are still required to acquire and wear the prescribed uniform. In this case, the employee shall go to the accredited supplier and order the prescribed uniform based on the company's negotiated price and the following payment options may be availed of:
 - 4.1 The cost of the uniform shall be paid in cash by the employee, or;
 - 4.2 The cost of the uniform shall be charged to his/her personal account, payable for 10 months or in 20 equal payroll deductions.
- 5 The charging to personal account shall be approved first by the Treasury Officer.
- 6 The processing of payment of this benefit shall be done by the HR – Compensation based on the timeline agreed in the CBA.

WEARING OF PRESCRIBED UNIFORMS & WASH DAY SHIRT

- 1 The official start for wearing the prescribed uniforms for the year shall be announced by the Human Resource Division, which is usually around the middle of July.
- 2 All employees shall wear the prescribed uniforms of their respective areas; e.g. Medical Division, Ancillary Division, Strategic Support Division, Materials Management Division and Administration Group.


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- 3 The prescribed uniform shall be worn with appropriate footwear; (e.g. black shoes for office employees and white shoes (without shoelaces) for Medical and Ancillary. Wearing of slippers, sandals, and step-in are not allowed.
- 4 Proper grooming shall be observed at all times. For female direct patient care staff, hair should be neatly-tied up and no long hair for men. The company shall also observe the "No-Mustache" policy.
- 5 For employees handling or with direct patient care services, the wearing of wristwatch and wedding/class ring may be allowed.
- 6 The following attires are prohibited:
 - 6.1 Gauzy, transparent or net-like shirt or blouse;
 - 6.2 "Sando," strapless or spaghetti-strap blouse (unless worn as an undershirt) tank/crop tops, blouse with plunging neckline); and
 - 6.3 Rubber sandals, rubbers slippers, "Bakya";
- 7 For Office staff probationary employees, the office attire shall be decent and appropriate for office environment and shall not allow the following:
 - 7.1 For Men: shorts, sleeveless shirt, collarless shirt, slippers
 - 7.2 For Women: sleeveless shirt/blouse, slippers, provocative tops/skirts
- 8 Company I.D. and corporate pin and/or corporate patch shall be part of the complete prescribed uniform.
- 9 The Wash Day Shirt shall be worn every **Wednesday** and during corporate events, seminars/trainings and other company-related functions.

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- 10 For the Medical Services, Ancillary Division and other departments which are engaged in direct patient services, the Wash Day Shirt shall be worn during seminars, trainings and corporate events.
- 11 The Wash Day Shirt shall be worn with appropriate pants or knee-length skirt. Wearing of Capri pants, leggings, shorts or sagged/torn pants and slippers are not allowed.
- 12 The Section/Department/Division Heads, in coordination with HRD, shall ensure that this policy is strictly adhered to by all employees at all times. Non-compliance in the wearing of the complete prescribed uniforms shall be dealt with accordingly based on the Employees' Manual.

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PROCEDURE:

- 1 The MANCOM, upon the recommendation of the Corporate HR Officer, approves the design, color and material of the official uniform of all employees.
- 2 The HR-Benefits Staff determines the employees eligible for the clothing/uniform allowance starting March of each year, as follows:
 - 2.1 Generates the master list of all permanent employees and identifies those with at least 1 year of continuous service as of June 1 of the current year from the date hired as probationary.
 - 2.2 Based on the master list of eligible permanent employees, the HR Benefits Staff generates the Order Form by section or department to determine the size and quantity of the Wash-Day Shirt/uniform to be ordered by each employee.
 - 2.3 Sends the Order Form to respective section or department wherein each employee fills-in their respective order.
 - 2.4 Gathers the Order Form and determines the sizes and the total quantity of the uniform and Wash-Day Shirt.
 - 2.5 Prepares the Purchase Requisition and submits to Materials Management.
- 3 Based on the approved Purchase Requisition, the Materials Management Division performs the following:
 - 3.1 Makes the canvassing of the approved uniform and Wash-Day Shirt from eligible/accredited suppliers.
 - 3.2 Requests for quotation (RFQ) from suppliers the all-in costs (labor and material) per set of the uniform.
 - 3.3 Conducts bidding & subsequently awards the eligible supplier/s based on the Purchasing policy.
 - 3.4 Informs HR the supplier/s awarded to provide the approved employees' uniforms.



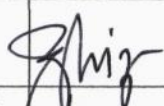
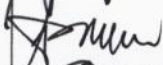
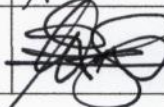
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- 4 Based on the approved all-in costing of the uniform, the HR-Benefits Staff performs the following:
 - 4.1 Computes and summarizes the individual employee's uniform cost to be deducted from his /her Clothing Allowance;
 - 4.2 Submits the Summary of Deduction to the Payroll-Employees' Advances Bookkeeper, not later than May 15 of the current year.
- 5 The Payroll-Employees' Advances Bookkeeper effects the deduction from the Clothing/Uniform Allowance and pays out the allowance first week of June of the current year.
- 6 The HR-Benefits Staff issues the uniforms to the respective employees and disseminates all related-information to all concerned.

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